



FEDLINK Fiscal Operations  
Library of Congress • 101 Independence Avenue S.E.  
Washington, D.C. • 20540-4935  
Fiscal Hotline (202) 707-4900 • Fax (202) 707-4999

# Information Alert 2003-4

June 12, 2003

**TO:** FEDLINK Members  
FEDLINK Vendors

**FROM:** Joseph Banks, FEDLINK Business Manager

**SUBJECT:** FY2003 End-of-Year Schedule

## 1. End-of-Year Schedule

This fiscal year end-of-year schedule will accept authorized **transfer pay orders** from member agencies up until 4:30 p.m. (ET) on September 26, 2003 and may issue the contracts to fill those orders after October 1, 2003. This schedule will allow members to take full advantage of any unanticipated surplus funds and maximize their agency's information investment.

This later deadline is one of the major benefits of the FEDLINK Revolving Fund. Instead of having to fulfill a member's order either by providing services or by issuing delivery orders to vendors prior to the end of the fiscal year, before their funds expire, FEDLINK is permitted to accept orders up to the last day of the fiscal year and generate delivery orders well into October.

FEDLINK is also authorized to accept signed IAGs and amendments by fax, pending receipt of originals via courier service or mail. This reduces the lead time necessary to add funds to purchase information products and services at the end of the fiscal year.

Although FEDLINK can accept signed interagency agreements (IAGs) for **direct pay fees** until September 26, 2003, members must meet their agency's FY2003 deadlines for orders or order modifications if the agency uses annual funds. Those members participating in the Direct Express pilot program with EBSCO Publishing, the Gale Group, LexisNexis, ProQuest and West Group should contact their local procurement office to meet their end-of-year deadlines.

Please follow the instructions for increasing or decreasing funds as described in each section of this information alert. For assistance, please call the FEDLINK Hotline at (202) 707-4900.

## 2. Bona Fide Need

To make an end-of-year purchase, member agencies with annual funds and a bona fide need for this year may place an order with the revolving fund while those annual funds are available. The revolving fund lifts the requirement that FEDLINK fulfill the customer's order during this fiscal year or contract to fill that order during this fiscal year.

The General Accounting Office's *Principles of Federal Law* distinguishes between the limits on a customer agency order and revolving fund fulfillment of the order:

"When entering into a transaction with a revolving fund, the customer agency must apply the various time rules to its own appropriation. Thus, the freedom from time limitations most evident in the case of a public enterprise revolving fund is, in an intragovernmental fund, necessarily circumscribed by the nature and status of the supporting (customer) appropriations. Specifically, the customer agency must obligate its appropriation within its specified period of availability and for a bona fide need attributable to that period. With respect to performance, the revolving fund is in the same position as any other contractor unless the transaction is

governed by a deobligation requirement like that found in the Economy Act." (Volume IV, March 2002, pp. 15-160-161)

### **3. Increasing Funds—Augmenting Existing Accounts or Adding New Services**

Members may increase the funding in established accounts or begin new services by creating a new IAG, adding funds to a current IAG, or moving money between accounts. Funds can also be used to cover deficits, rejected invoices, or invoices that the vendor has not yet submitted. The deadline to submit a request for these transactions is September 23, 2003.

Member agencies that wish to add new funds to an IAG in transfer pay mode, rather than moving existing funds, will need to return a signed IAG amendment and provide a funds certification for the new amount by September 26, 2003. For direct pay increases, where additional fees may be necessary, the agency will need to return a signed IAG amendment and provide a funds certification for the direct pay fee by September 26, 2003. To expedite your end-of-year order, you may send in your direct pay purchase orders over \$100,000 (and any supporting documentation) with your request form instead of waiting to attach it to your IAG amendment.

#### **Procurement Thresholds**

If the funding increase causes an existing account or new service account to go over \$25,000, order requirements must be synopsized with <http://www.fedbizopps.gov>, the online portal for federal government procurement opportunities over \$25,000. For procurements over the \$100,000 simplified acquisition threshold, FEDLINK may assist transfer pay members in a formal competition.

Members who anticipate a \$100,000 action or any other action that will require extensive coordination or a formal competition, such as a new serials account, should contact a FEDLINK contracting officer right away. If a direct pay action will cross the procurement thresholds, members need to give their agency's contracting officer enough time to synopsize any requirements and/or conduct competitions. For details, call FEDLINK Contract Services at (202) 707-0461.

#### **Forms and Supporting Documentation**

Use the Transfer Pay Adjustment form (available through the Online Registration Page of the FLICC/ FEDLINK Web Site at <http://www.loc.gov/flicc/onlinedoc/online.html>) for all transactions that increase or decrease funding in your services. Complete the form online, print out a copy, and fax it to the FEDLINK Member Services at (202) 707-4999. Printed copies of the form are also available from the FEDLINK Fiscal Hotline.

Remember to send in the supporting documentation that LC/Contracts needs to issue your delivery order. This includes: names of ordering officials for new transfer pay books accounts; direct pay P.O. modification; direct pay proof of synopsis for new services over \$25,000; and selection documentation for direct pay actions over \$100,000.

### **4. Decreasing Funds—Moving Funds Out of Accounts and Requesting Terminations and Refunds**

Before moving or refunding funds, members certify they have spoken with vendors and have enough funds to cover all charges against the account to be reduced. FEDLINK then verifies vendors' concurrence that all outstanding charges are accounted for. Members must be careful not to "spend" any funds intended to be moved or refunded. The deadline to submit a signed request to move funds to another vendor account is September 23, 2003. However, the deadline to submit a signed request to move funds to another vendor account to begin a new service is September 16.

Instead of requesting a refund, members may find it useful to move money into other accounts to cover anticipated expenses. This reduces the likelihood of having to transfer additional FY 2003 funds to FEDLINK to cover deficits at some time in the future. For example, a member might move funds into a serials account to cover supplementals or bill-laters, or into a database account to cover online subscription charges.

Please contact the FEDLINK OCLC team at [askocfno@loc.gov](mailto:askocfno@loc.gov) or (202) 707-4846 by August 31, 2003 if you are canceling OCLC services at the end of FY2003.

### **Sufficient Remaining Balances**

When you decrease the funds in an account, you must leave sufficient funds behind to cover rejected invoices, pending invoices, on-order items, and your August and September usage. The Transfer Pay Account Adjustment form, which you use for both money moves and refunds, requires that you certify that you have checked with the vendor and that funds that remain in the account will be sufficient to cover all charges against the account. To be sure your accounts are not left in the red, FFO will double-check with the vendor to be sure all outstanding charges are accounted for before moving funds out of your account or refunding money.

### **Additional Usage**

Because no decrease takes effect until a delivery order is issued, you must be careful that your agency does not “spend” the money you intend to have moved/refunded by placing orders against it after you have submitted a request to decrease funds. Similarly, your agency will be responsible for any usage incurred between the time you submit a request to terminate a service and the time the final delivery order is issued.

### **Refunds**

Refund requests may be processed at any time, but in order for your agency to receive a refund in time to “reobligate” the funds this fiscal year, your request must be submitted by July 31, 2003. You should be aware of a federal financial procedure that can make your current year refund available for reobligation before your agency actually receives the refund check/EFT from LC. After you receive a copy of the LC delivery order that deobligates your funds from the vendor, your finance office may “book a receivable” in the exact amount of the delivery order. This is the exact amount LC will refund to your agency. With a receivable on the books, your agency may obligate the funds, even though LC has not yet transferred the cash back into your agency’s account.

### **Forms and Supporting Documentation**

Use the Transfer Pay Account Adjustment form on the Online Registration page for all transactions that decrease the funding in your services.

## **5. Assistance**

To review your accounts and plan your end-of-year actions, log onto the FEDLINK electronic fiscal reporting system, ALIX-FS, at <http://www.loc.gov/flicc/fedlacct.html> to check account balances and recent transactions. For assistance with your account or end-of-year transactions, call the Fiscal Hotline at (202) 707-4900; fax: (202) 707-4999; email: [fliccfo@loc.gov](mailto:fliccfo@loc.gov).

# End-of-Year Schedule for FY2003 Accounts

FEDLINK Fiscal Operations (FFO) must receive requests for adding or canceling services, or for adding or transferring funds, by the deadlines noted below to complete necessary IAG activity by the end of FY2003. Requests received after these dates ***cannot be processed*** this fiscal year.

## REFUND

Requests for refunds must be received in FFO (to ensure receipt in your agency before September 30, 2003)

July 31

## TERMINATION

Requests to terminate service before the delivery order expires must be received in FFO

August 29

## ADD NEW SERVICE REQUEST

Requests to add a new service account must be received in FFO

September 16

## ADD NEW FUNDS REQUEST

Requests to add new funds to an existing account must be received in FFO

September 23

## RETURN OF SIGNED IAG

ALL SIGNED IAGs MUST BE RECEIVED IN FFO (no exceptions)

September 26

## MOVE FUNDS

Requests to move funds to another vendor must be signed and received in FFO (with no new service request)

September 23

For serials competitions or funding increases over \$100,000, please allow enough time for extensive coordination or a formal competition.

For more information on your account or on the FY2003 End-of-Year Schedule, please contact the FEDLINK Fiscal Hotline at (202) 707-4900.